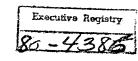
		R	OUTING	AND	RECOR	D SHEET
SUBJ	ECT: (Optional)	t starfetterale				
FROM	DDCI	Hqtrs.			EXTENSION	DATE 9 JUL 1980
TO: buildi		n, room number, and	DA	TE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.						Attached is the approved SIS-Sabbatical Policy.
2.						Please note that in accordance with the decision reached at the
3.						18 June EXCOM meeting, the following sentence was deleted from paragraph 5:
4.					• • • • • • • • • • • • • • • • • • • •	"An individual on sabbatical assignment normally will not
5.			: ' .			receive a performance award under the SIS program during the period of the sabbatical."
6.			1, 3		31	·/s/
7.						Frank C. Carlucci
8.						Distribution: 1 - 10. FCC: Veller 1 - Coff Gercer Service
у.						
10.						1 - D/PPPM 1 - SIS/SS
12.						OPPPM/SIS/SS 1Jul80
13.						
14.					,	
15.						
. 13.				1, 74 <u>1</u> 13		

FORM 610 USE PREVIOUS EDITIONS

BI MAY TOO



25X1

MEMOR ANDUM	FOR:	Denuty	Director	of C	entral	Intelligence
ATTION WALL OF	I OIL.	Departy	DIICCCOI		CHULAL	THUCTITECHUC

FROM:

Directors of Personnel Policy, Planning, and

Management and Training

dated 1 October 1979

SUBJECT:

REFERENCES:

Sabbaticals for Senior Intelligence Service Members

A. CIA Senior Intelligence Service Brochure,

B. Memo from GC to DDCI dated 28 September 1979; Subject: Statutory Authority for Proposed SIS System (OGC 79-08857)

C. Memo from Asst. GC to D/PPPM dated 13 February 1980; Subject: Clarification of SIS Sabbatical Service Requirements (OGC 80-01251)

- 1. This memorandum proposes for your approval statements of policy and procedures for administering the program of sabbaticals for Senior Intelligence Service (SIS) members.
- 2. Definition: A sabbatical is a period of official absence from regular duty status in order to conduct a program of learning, research, work experience or other activity which has been approved by the Agency and which will contribute to an SIS member's development and effectiveness as a substantive expert or executive. A sabbatical may relate to the individual's present job or the mission of his or her organization, or it may relate to preparation for a change of assignment or career field within the Agency. The sabbatical should not be substituted for external training designed to meet specific work requirements, but it should be an integral and planned element of the SIS member's career under the Senior Officer Development Program.
- 3. Eligibility: Any member of the SIS may be granted a sabbatical after the completion of five years of service as an SIS or supergrade (GS-16 18, SPS, or EP-IV or V) officer. SIS members who are eligible for voluntary retirement are not eligible

Contain

25X1

25X1

	•						
SUBJECT:	Sabbaticals	for	Senior	Intelligence	Service	Members	

for sabbaticals; for this purpose voluntary retirement is defined by the age and service specifications of the Civil Service Retirement System. An SIS member may not spend more than 11 months in sabbatical status during any 10-year period.

4. Service Requirements: Employees granted sabbaticals will be obligated to enter into a service agreement which requires a minimum of two years' additional service upon completion of the sabbatical. In the event the employee fails to remain in federal service for two years he or she shall be liable--except for good and sufficient reasons as determined by the DCI/DDCI--to the United States Government for payment of all sabbatical expenses including salary.

25X1

25x1

25X1

5. Entitlements: A sabbatical shall not result in a deduction in (except as specified below) pay, annual or sick leave to which the SIS member is otherwise entitled, or credit for time or service. The recipient may be authorized travel expenses, including per diem allowances, as may be determined to be essential for the sabbatical activity. Any non-Agency compensation received in connection with a sabbatical activity must be returned to the Agency or offset by an equivalent reduction in salary.

6. Administrative Procedures: The DCI/DDCI will annually set a maximum number of sabbaticals. A sabbatical may be proposed by an individual, an individual's component, or by the DCI/DDCI. The proposal should outline the activity to be conducted during the sabbatical period, the subject matter, the places in which the sabbatical is to be accomplished, and the expected results in terms of contributing to the employee's effectiveness or enhancing CIA's mission capabilities. Individual requests for a sabbatical will be forwarded to the heads of the individual's component and career service for concurrence. Requests will be reviewed and evaluated by the Senior Intelligence Service Advisory Committee and submitted to the DCI/DDCI for approval.

7. Individuals on sabbatical will remain on the Position Control Register of their respective components. Upon completion



Declassified in Part - Sanitized Copy Approved for Release 2013/09/17 : CIA-RDP95-00535R000300120017-3

SUBJECT:	Sabbaticals for S	enior Inte	elligence Service Members
of a sabb	atical individuals	will nor	nally be reassigned to their
respective	e component, but m SIS Senior Office	ay be reas	ssigned to another component
	// T T://		
Dir	y/y E. Fi//zwater ctor of Personnel lanning, and Manag		Donald E. Smith Director of Training
	· .		
APPROVED:	, 1		
			3 0 MAY 1980
Deputy Di	rector of Central	Intelliger	nce Date
Distribut			
1 - 1	Return to D/PPPM Return copy to DTR DDCI DCI		
1 - 1 1 - 1 1 - 1			

STAT STAT

STAT

